10 July 1970

MEMORANDUM FOR: Chief, Support Services Staff

THROUGH : Deputy Chief, Support Services Staff

SUBJECT : Records Information System

1. I believe there are three reasons for continuing and extending the punched card application originally developed for DD/ST. It will provide for the first time an Agency-wide data base containing detailed information about on hand records, and files which can be used to: (1) provide input to a Records System analysis and design effort; (2) test the notion that effective management and control can be exercised through a centralized data base; and (3) provide a basis for developing records creation and storage policies.

STATINTL

2. Systems Analysis and Design

There has to be a destinction made between a "Records System" and a "Records information system". The former is concerned with the creation of records, on hand storage and use and disposition. The latter is concerned with building and maintaining a data base which describes the material flowing through the records system.

The Agency has a Records system. It has problems. We don't really know enough about the system to solve its problems. Hence the need for the Records Information System. The punched card application is available and it seems to address the right items. If unnecessary data is being collected or necessary data is being missed then modifications should be made. The Records Administration people will have to make those determinations. In any event it seems an easy way to develop the data base required for the information system.

2

Management and Control

Inability to manage a decentralized program from a centralized location has been a long-term aggravation to those responsible for records management. Alternative, organizational solutions have not been accepted, so some alternative to an organizational solution is needed. The development of a detailed data base with broad coverage should have the potential for providing a non-organizational alternative.

The Agency Records officer would be the user of the Agency data base. His use of the data base will depend on his immediate purpose but he should be able to review status, project and analyze trends, identify problems and their source(s) and offer advice and guidance from a position of strength. His position of strength derives from posessing detailed facts. His advice and guidance should be less academic and abstract because he knows more about the problem at hand.

Records creation and storage policy

The capability for developing policy follows logically from the capability for establishing management and control. The possession of an information base can be used to develop policy in the same way it is used to develop a management and control mechanism.

3. Some hesitancy has been expressed about adopting the punched card application. The accuracy of the data, the coding structures being used and the necessity for using punched cards (or any other form of automation) are three of the expressed reservations.

Data accuracy should be very suspect and data validation should be the first use of the data base. Comparisons between the Office inventories, the Office records schedules, and related records center data should develop some clues indicating where the inaccuracies are. On the spot investigation and follow-up should indicate why the inaccuracies occurred and what should be done to eliminate them.

Coding structures are a more difficult problem.

Codes can be added or the coding structure can be collapsed rather easily. Problems begin to occur if the coded items in the file have to be split between 2 or more new coding categories. The coding being used has been reviewed and it should be reviewed again. This

3

second review should concentrate on making certain that the existing codes are homogeneous now and have a reasonable likelihood of remaining so. New codes can be added or existing codes combined with no problem so long as the homogeneity of the existing codes is retained.

The necessity for using automation can be justified from two points of view. First, it lends a little glamour to the exercise. The inventory form (Form 138) might well be redesigned to reflect its status as an input document. Using punched cards should result in a manpower savings by reducing the requirements for tabulating and reporting inventory items. Careful watch should be kept of manpower savings, if they don't accrue the punched cards should be abandoned and manual methods employed. This application should not be programmed for a computer system.

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

CONFIDENTIAL

SECRET

UNCLASSIFIED

- (8) Net accumulation in holdings by records retention class and totals.
- (9) Volume of records on hand by physical form, according to records retention class and totals.
 - (10) Inventory of equipment by type.
 - (11) Inventory of storage facilities.

b. Directorate -

- (1) Current Directorate volume of records on hand by records retention class and totals.
- (2) Volume of records destroyed on site by records retention class and totals.
- (3) Volume of records transferred in by records retention class and totals.
- (4) Volume of records transferred out by records retention class and totals.
- (5) Volume of records retired by records retention class and totals.
- (6) Previous year volume on hand by records retention class and total.
- (7) Net increment in holdings by records retention class and totals.
- (8) Net accumulation in holdings by records retention class and totals.
- (9) Volume of records on hand by physical form, according to records retention class and totals.
 - (10) Inventory of equipment of type.
 - (11) Inventory of storage facilities.
- c. Archives and Records Center -
 - (1) Accessions by records retention class and totals.
- \checkmark (2) Volume of records destroyed by records retention class and totals.

- (3) Volume of records transferred out by retention class and totals.
- (4) Volume of records transferred to the Agency Archives by retention class and totals.
- (5) Volume of records transferred to the historical files by records retention class and totals.
- (6) Previous year volume of records on hand by records retention class and totals.
- (7) Net increment in holdings by records retention class and totals.
- (8) Net accumulation in holdings by records retention class and totals.
- (9) Inventory of records in retirement by physical form, by records retention class and totals.
- (10) Projected disposition of records by records retention class and totals by year.
- (11) Projected accessions by records retention class and totals by year.
- (12) Projected accumulation by records retention class and totals by year.
- (13) Projected overall Center space requirement by year.

d. Agency-wide -

- (1) Current volume of records on hand by records retention type and totals.
- (2) Volume of records destroyed by records retention class and totals.
- (3) Volume of records transferred in by records retention class and totals.
- (4) Volume of records transferred out by records retention class and totals.
- (5) Volume of records retired by records retention class and totals.
- (6) Net increment in holdings by records retention class and totals.

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- (7) Net accumulation by records retention class and totals.
- (8) Volume of records by physical form by records retention class and totals.
 - (9) Inventory of equipment by type.
 - (10) Inventory of storage facilities.
 - (11) Trends in records accumulation.
- (12) Cost to house records in office space, current and projected.
- (13) Cost to house records in storage outside office space, current and projected.
 - (14) Cost to service records. (Huw)
 - (15) Equipment costs, current and projected.
 - (16) Projected space and equipment needs.

INPUT

4. Input will be punch cards containing data obtained from annual inventories of records in active office space, from Archives and Records Center accessions, and Archives and Records Center disposition activity. This does not preclude, however, input media of other types being developed and installed at a later date, nor initially for that matter if such media serves the system better.

OUTPUT

- 5. Output will include, but is not necessarily limited to:
 - a. Master data files.
 - b. Accession information.
 - c. Disposition information. >
 - d. Equipment inventories.
 - e. Space inventories.
 - f. Storage facility directories.

- g. Records series subject comparison studies.
- h. Office of record directories.
- i. Retention requirement standards comparisons and development.
 - j. Agency general records control schedules.
 - k. Cost computations.
 - 1. Space requirement projections.
- m. Record accumulation trend studies, as well as trend analysis of incremental factors.
- n. Other data comparisons, analyses, and computations as required.

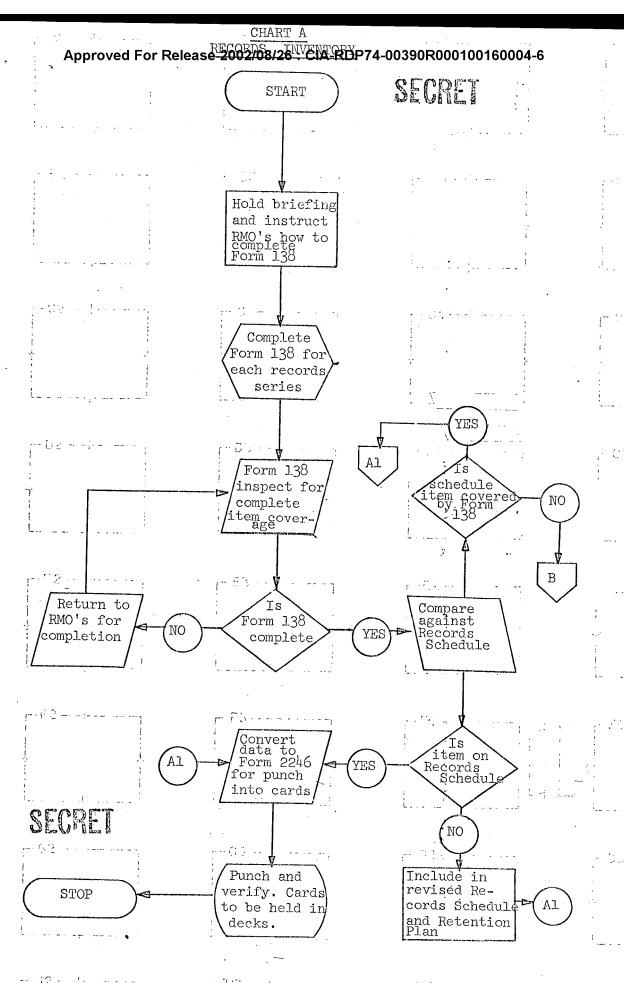
EXHIBITS

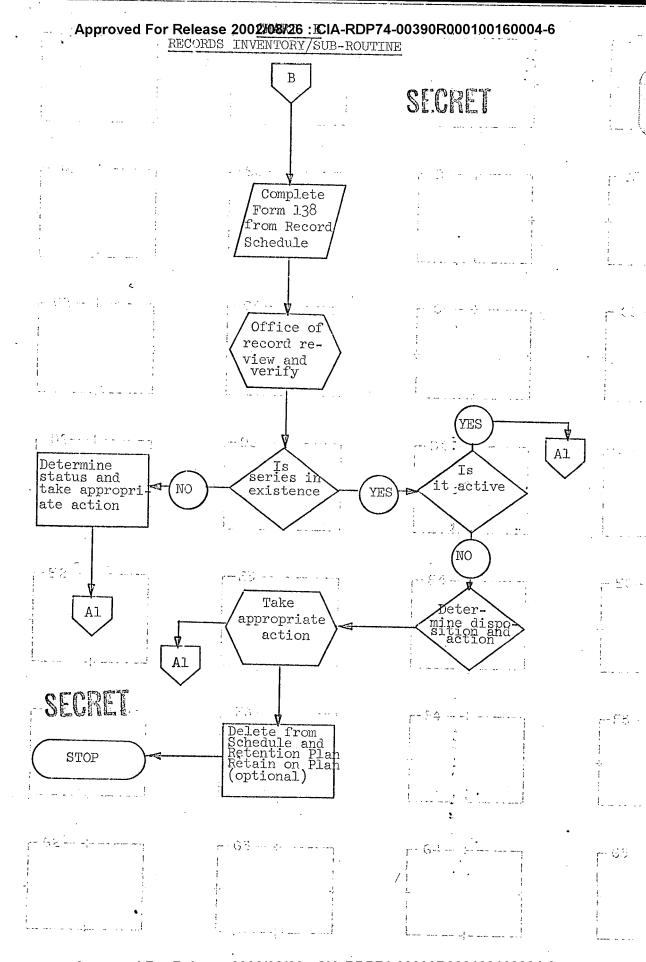
- 6. Charts:
 - a. CHART A Records Inventory (TAB A)
 - b. CHART B Records Inventory/Sub-Routine (TAB B) .
- 7. Inventory Form (Records Survey Work Sheet, Form 138) annotated with respective unit data card fields. (TAB C)
 - 8. Unit Record Formats:
 - a. Records Inventory (TAB D)
 - b. Archives and Records Center Accession Record (TAB E)
 - c. Archives and Records Center Disposition Record (TAB F)
 - 9. Unit Record Field/Code Labels:
 - a. Composite Control Fields -
 - (1) Field B: Records Control Schedule Number (TAB G)
 - (2) Field D: Subject of Records Series (TAB H)
 - (3) Field F: Physical Form of Records (TAB I)

- (4) Field G: Retention Class (TAB J)
- b. Records Inventory -
 - (1) Field 2: Equipment Type (TAB K)
 - (2) Field 3: Storage Type (TAB L)
- c. Archives and Records Center Accession Record Field 7: Container Type (TAB M)
- d. Archives and Records Center Disposition Record Field 5: Type of Disposition (TAB N)

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RECORDS SURVEY	WORK SHEET	DATE
OFFICE, DIVISION, BRANCH, SECTION		Fld. 1 (38-43)
Field A (1-10)		LOCATION
NAME OF FILE		·
Field D (25-27)	CUSTOBIAN IN Field B (11-18)/or Field	ld C (19-24)
DESCRIPTION (Function of files, value, frequency	of use, form numbers and titles, and other	r descriptive data.)

THIC FORM MAY BE USED FOR THE INITIAL INVENTORY OF RECORDS HELD IN ACTIVE OFFICE SPACE. FROM THIS INVENTORY, INPUT WOULD BE PREPARED FOR THE RECORDS INVENTORY/ACCESSION/DISPOSITION DATA PROCESSING SYSTEM. THE NUMBERS IN THE SEVERAL DATA BLOCKS ON THIS FORM REFER TO THE RESPECTIVE DATA FIELDS IN THE RECORDS INVENTORY PUNCH CARD.

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SIZE OF RECORDS		LEGAL 3" X 5"				LETTER 5" X B"				Specify)		LINEAR FEET
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C (Cols. 19-24) - Control Schedule Item No. D (Cols. 25-27) - Subject of Records Series E (Cols. 28-32) - Office of Record F (Cols. 33-34) - Physical Form of Records G (Cols. 35-37) - Retention Class

SECRET

1 (Cols. 38-43) - Report Date 2 (Cols. 44-46) - Equipment Type

- 2 (COIs. 44-40) Equipment Type
 3 (Col. 47)- Storage Type
 4 (Cols. 48-52) Date of Records (From To)
 5 (Cols. 53-58) Volume on Hand
 6 (Cols. 59-61) Volume Retired
 7 (Cols. 62-64) Volume Transferred In

- (Cols. 65-67) Volume Transferred Out (Cols. 68-72) - Volume on Hand-Last Report

10 (Cols. 73-76) - Open 11 (Cols. 77-80) - Card Sequence

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A (Cols. 1-10) - Office Identification B (Cols. 11-18) - Records Control Schedule No. C (Cols. 19-24) - Control Schedule Item No.

D (Cols. 25-27) - Subject of Records Series

 \mathbb{E} (Cols. 28-32) - Office of Record

F (Cols. 33-34) - Physical Form of Records G (Cols. 35-37) - Retention Class

- 1 (Cols. 38-43) Date Job Number Assigned 2 (Cols. 44) Request Media (Mail or Telephone)
- 3 (Cols. 45-51) Accessioning Job Number 4 (Cols. 52-57) Date Records Received 5 (Cols. 58-61) Volume Received 6 (Cols. 62-64) Number of Containers

- (Col. 65) Container Type
- 8 (Cols. 66-69) Date of Records (From To) 9 (Cols. 70-76) Open
- 10 (Cols. 77-80) Card Sequence



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A/Coord		00121066 00120461
OCB	12.01-56	00120461
OPPB	12.05-64	00120564
CABLE	12.02-66	00120266
HS	12.06-64	00120661
OGC ***	32.61	00003261
OLC	32.61.1	00032611
ONE	20-66	00002066
OIG	12.03-62	00120362
AUDIT	33-65	00003365
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FDD	25.06-59	00250659
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NPIC	28-66	00002866
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	CCB		12.01-56		00120156	
	OPPB		12.05-64	•	00120564	
	CABLE		12.02-66		00120266	
	HS		12.06-64		00120664	
	CGC		32.61		00003261	•
	OTC		32.61.1		00032611	
	ONE		20-66		00002065	
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Auxiliary Paper Holdings Filing & Disposition Guide OSS Preliminary Inventory	APHOOOOL FDGSSOOL OSS INVE
MISCELLANEOUS	
Memo from CIA/RAO Re: personal papers	BAS MEMO

FIELD D SUBJECT OF RECORDS SERIES

- O2. ADMINISTRATION MANAGEMENT RECORDS
 24. ANALYSIS WORKING (Reference) FILES
 11. AUDIT RECORDS
 O3. BUDGET FILES
 14. COMMITTEE RECORDS (Board & Panels)
 28. COMMUNICATIONS RECORDS
 O1. DIRECTIVES
 18. EMPLOYEES BENEFITS AND SERVICES RECORDS
 13. EXCHANGE RECORDS & DISSEMINATION & RELEAS
 31. FINANCE RECORDS (Vouchards) 13. EXCHANGE RECORDS & DISSEMINATION & RELEASE 31. FINANCE RECORDS (Vouchered)

 - 30. HUMAN SOURCES
- 30. HUMAN SOURCES
 26. INDEXES AND LISTINGS
 07. INSPECTOR GENERAL RECORDS
 09. LEGAL FILES
 08. LIAISON RECORDS
 27. LIBRARY MATERIAL AND REFERENCE FILES
 05. OPERATIONAL RECORDS
 29. PAYROLL AND LEAVE RECORDS
 12. PERSONAL RECORDS
 16. PERSONNEL RECORDS
 10. PRESENTATION RECORDS (Government Only)
 32. PROCUREMENT RECORDS
 15. PROGRAM PRODUCT FILES
 04. PUBLIC AFFAIRS AND RELATIONS
 22. RAW INTELLIGENCE DATA
 23. REAL ESTATE AND PROPERTY RECORDS
 06. RECORDS MANAGEMENT FILES
 21. RESEARCH & DEVELOPMENT RECORDS (Incl. Ext)
 17. SECURITY RECORDS
 20. TRAINING RECORDS

 - 20. TRAINING RECORDS
- 20. TRAINING RECORDS
 25. TRAVEL FILES
 33. FINANCE COVERT
 34. HISTORY RECORDS
 35. PERSONNEL MGT. RECORDS
 36. CONTRIBUTORS RECORDS TO INTELL. REPORTS
 37. ADP RECORDS
 38 999 expansion

FIELD F PHYSICAL FORM OF RECORDS

- .1 FAPER RECORDS
- .2 NICROFILM
- .3 MOTION PICTURE FILM
- .4 MAGNETIC TAPE
- .5 SOUND RECORDINGS
- .6 PHOTOGRAPHS AND/OR NEGATIVES
- .7 IBM CARDS
- .8 3X5 & 5X8 CARD FILES
- .9 COMBINATION
- 10 99 expansion

FIELD G RECORDS RETENTION CLASS

RECORDS INVENTORY

Code	Label
01	PERMANENT - Hold indefinitely in Office of Record on a current basis.
02	PERMANENT - Cut off at end of \underline{l} year, hold \underline{l} year, and retire to the Archives and Records Center.
03	PERMANENT - Cut off at end of $\underline{1}$ year, hold $\underline{2}$ years, and retire to the Archives and Records Center.
O4 ₋	PERMANENT - Hold indefinitely in the Office of Record until termination of active status plus 6 months, and retire to the Archives and Records Center.
05	TEMPORARY - Destroy when superseded or transferred, or no longer needed for reference.
06	TEMPORARY - Cut off at end of 1 year, hold for 1 year and destroy.
0700	TEMPORARY - Hold indefinitely in Office of Record until termination of active status plus 6 months. Screen and transfer records to other files or offices as appropriate.
08 00 -	TEMPORARY - Cut off at end of <u>l</u> year, hold for <u>l</u> year, and retire to the Archives and Records Center. Archives and Records Center destroy after number of specified years.*
	* ACCESSION/DISPOSITION RECORD

Code	Label
0	PERMANENT
1 - 99	TEMPORARY - Number of years to be retained in the Archives and Records Center.

* FIELD 2 TYPE OF EQUIPMENT

Code	Label
Ol	4-Drawer Safe File - Legal
02	4-Drawer Safe File - Letter
03	5-Drawer Safe File - Legal
O4	5-Drawer Safe File - Letter
05	5-Drawer File Cabinet - Legal .
- 06	5-Drawer File Cabinet - Letter
07	5-Drawer File Cabinet - Card Safe
08	Kardex - 5 x 8
09	Power File
10 - 999	Etc.

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^{*} This list is only an indication of the types of information to be coded into this field. The field will permit the coding of 999 different types of record maintenance equipment. This coverage is premised as adequate.

FIELD 3 TYPE OF STORAGE

This field is included to provide tabulation of the types of storage in which records are held, other than in conventional record maintenance equipment. If, for instance, records need be held in safe files in a secure area, this fact would be recorded in both fields 2 and fields 3. The type of storage used is shown below.

Code	Läbel
1.	Vault area
	Secure area
. 3	Secure storage area
4 - 9	Etc.

FIELD 7 ACCESSION RECORD

TYPE OF CONTAINER

- 1. Standard Records Center Container
- 2. ½ Standard Records Center Container
- 3. X-ray box
- 4. 5X8 Card box
- 5. map box
- 6. combination
- 7. 9 expansion

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FIELD 5 TYPE OF DISPOSITION

1			Destroyed
2			Transferred Out
3			Transferred to Agency Archives
4			Transferred to Historical Files
5	-	9	expansion

-	
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	organic of propose
STATINT	Questions of Proposal: Allaces is Xerox & most
	Questions of Proposal: Out also my interest of Accession and Disposition Activity
	1. Clarify input from Records Center on Accession and Disposition Activity
	A. What is source document?
	B. Who prepares it?
	C. Is it an add on to what we are now doing?
	D. Who punches cards on Records Center accession and dispositions?
	E. What is volume of activity on these items?
•	F. Any projection of manhours and work load to maintain this part
į	of system?
STATINTL	G. Doe: now have capability?
	H. Is it consistant or compatible with what he now is doing?
	Can paperwork and cards be prepared by depositors?
I	I. How Accurate is Information going into System?
	Suspect that it may be far less than perfect! If so: we would
	be using erroneous data bases to make decisions!
II	I. What is frequency of update?
	Annual on inventory?
	A. What type and how do you get accession - disposition activity
STATINTL	into Component and office runs?
	What frequency monthly, quarterly, etc.
II	V. Who will use this information?
	For what purposes:
	For what decisions:
	(i.e. what is significance of having precise inventory on component
	basis of safes of record keeping equipment?) Would not OL property in
	use records serve same purpose?
	A. LSD records

Approved For Release 2002/08/26: CIA-RDP74-00390R000100160004-6 Supply division records

В.

- (8) Net accumulation in holdings by records retention class and totals.
- (9) Volume of records on hand by physical form, according to records retention class and totals.
 - (10) Inventory of equipment by type.
 - (11) Inventory of storage facilities.

b. Directorate -

- (1) Current Directorate volume of records on hand by records retention class and totals.
- (2) Volume of records destroyed on site by records retention class and totals.
- (3) Volume of records transferred in by records retention class and totals.
- (4) Volume of records transferred out by records retention class and totals.
- (5) Volume of records retired by records retention class and totals.
- (6) Previous year volume on hand by records retention class and total.
- (7) Net increment in holdings by records retention class and totals.
- (8) Net accumulation in holdings by records retention class and totals.
- (9) Volume of records on hand by physical form, according to records retention class and totals.
 - (10) Inventory of equipment of type.
 - (11) Inventory of storage facilities.
- c. Archives and Records Center -
 - (1) Accessions by records retention class and totals.
- \checkmark (2) Volume of records destroyed by records retention class and totals.

- (3) Volume of records transferred out by retention class and totals.
- (4) Volume of records transferred to the Agency Archives by retention class and totals.
- (5) Volume of records transferred to the historical files by records retention class and totals.
- (6) Previous year volume of records on hand by records retention class and totals.
- (7) Net increment in holdings by records retention class and totals.
- (8) Net accumulation in holdings by records retention class and totals.
- (9) Inventory of records in retirement by physical form, by records retention class and totals.
- (10) Projected disposition of records by records retention class and totals by year.
 - (11) Projected accessions by records retention class and totals by year.
 - (12) Projected accumulation by records retention class and totals by year.
 - (13) Projected overall Center space requirement by year.

d. Agency-wide -

- (1) Current volume of records on hand by records retention type and totals.
- (2) Volume of records destroyed by records retention class and totals.
- (3) Volume of records transferred in by records retention class and totals.
- (4) Volume of records transferred out by records retention class and totals.
- (5) Volume of records retired by records retention class and totals.
- (6) Net increment in holdings by records retention class and totals.

- (7) Net accumulation by records retention class and totals.
- (8) Volume of records by physical form by records retention class and totals.
 - (9) Inventory of equipment by type.
 - (10) Inventory of storage facilities.
 - (11) Trends in records accumulation.
- (12) Cost to house records in office space, current and projected.
- (13) Cost to house records in storage outside office space, current and projected.
 - (14) Cost to service records.
 - (15) Equipment costs, current and projected.
 - (16) Projected space and equipment needs.

INPUT

4. Input will be punch cards containing data obtained from annual inventories of records in active office space, from Archives and Records Center accessions, and Archives and Records Center disposition activity. This does not preclude, however, input media of other types being developed and installed at a later date, nor initially for that matter if such media serves the system better.

OUTPUT

- 5. Output will include, but is not necessarily limited to:
 - a. Master data files.
 - b. Accession information.
 - c. Disposition information.
 - d. Equipment inventories.
 - e. Space inventories.
 - f. Storage facility directories.

4

- g. Records series subject comparison studies.
- h. Office of record directories.
- i. Retention requirement standards comparisons and development.
 - Agency general records control schedules.
 - k. Cost computations.
 - 1. Space requirement projections.
- m. Record accumulation trend studies, as well as trend analysis of imperemental factors.
- n. Other data comparisons, analyses, and computations as required.

EXHIBITS

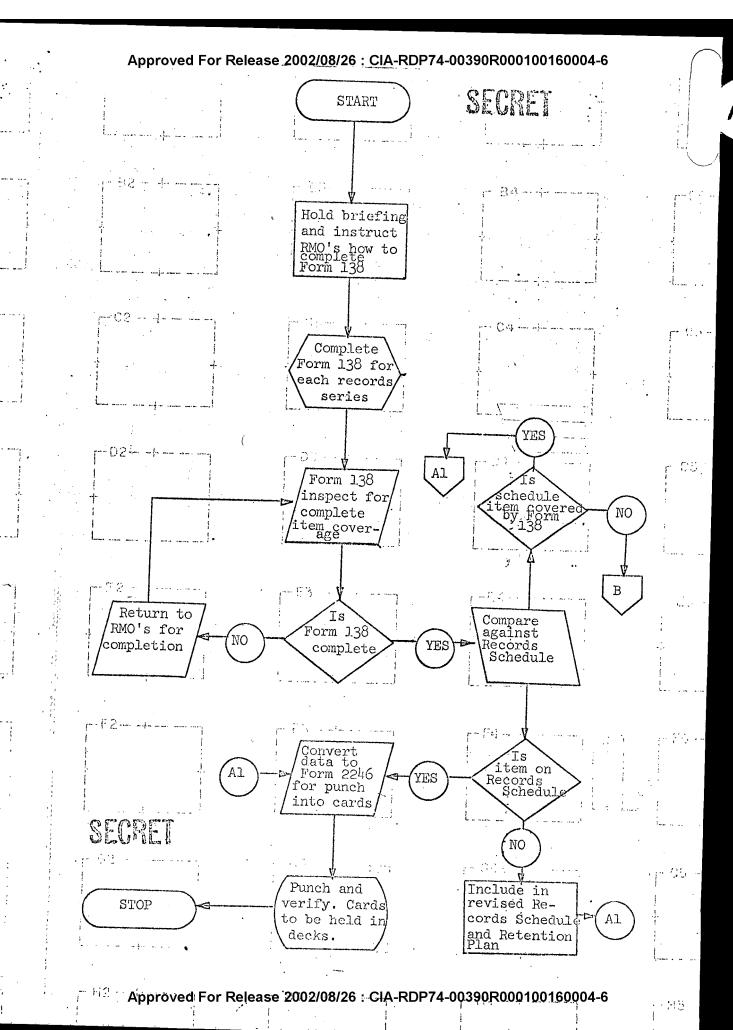
6. Charts:

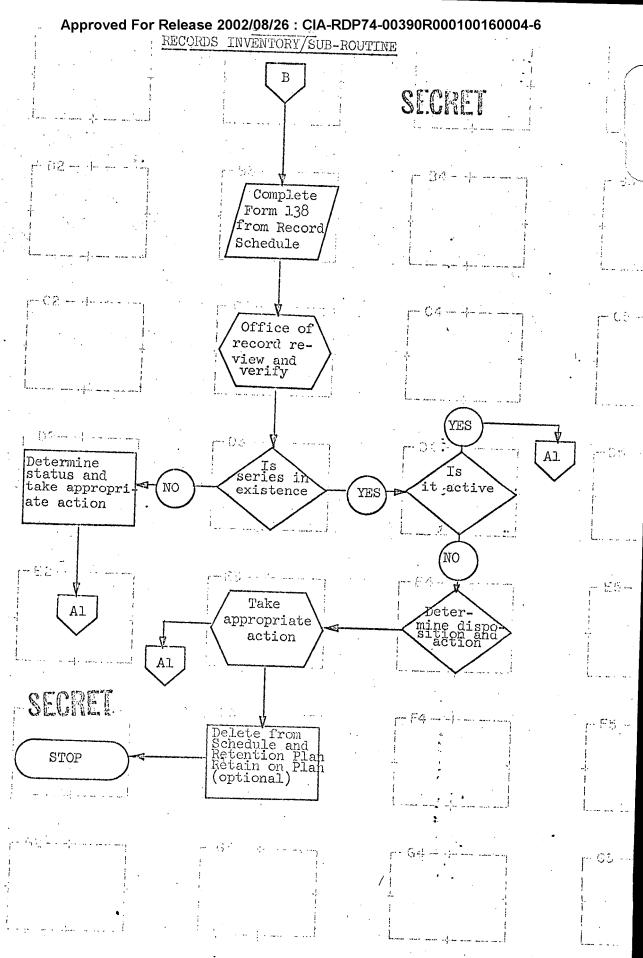
- a. CHART A Records Inventory (TAB A)
- b. CHART B Records Inventory/Sub-Routine (TAB B)
- 7. Inventory Form (Records Survey Work Sheet, Form 138) annotated with respective unit data card fields. (TAB C)
 - 8. Unit Record Formats:
 - a. Records Inventory (TAB D)
 - b. Archives and Records Center Accession Record (TAB E)
 - c. Archives and Records Center Disposition Record (TAB F)
 - 9. Unit Record Field/Code Labels:
 - a. Composite Control Fields -
 - (1) Field B: Records Control Schedule Number (TAB G)
 - (2) Field D: Subject of Records Series (TAB H)
 - (3) Field F: Physical Form of Records (TAB I)

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- (4) Field G: Retention Class (TAB J)
- b. Records Inventory -
 - (1) Field 2: Equipment Type (TAB K)
 - (2) Field 3: Storage Type (TAB L)
- c. Archives and Records Center Accession Record Field 7: Container Type (TAB M)
- d. Archives and Records Center Disposition Record Field 5: Type of Disposition (TAB N)

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RECORDS SURVEY WORK SHEET	DATE	1900
BRANCH, SECTION	Fld1 (38-43)	-
Field A (1-10)		
Field D (25-27) Custodian Field B (11-18)/or Fie	ld C (19-24)	

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

THIS FORM MAY BE USED FOR THE INITIAL INVENTORY OF RECORDS HELD IN ACTIVE OFFICE SPACE. FROM THIS INVENTORY, INPUT WOULD BE PREPARED FOR THE RECORDS INVENTORY/ACCESSION/ DISPOSITION DATA PROCESSING SYSTEM. THE NUMBERS IN THE SEVERAL DATA BLOCKS ON THIS FORM REFER TO THE RESPECTIVE DATA FIELDS IN THE RECORDS INVENTORY PUNCH CARD.

FILING ARRANGEMENT INCLUSIVE DATES Field 4 (48-52) LEGAL LETTER SIZE OF OTHER (Specify) LINEAR FEET RECORDS 3" X 5" 5" X 8" * Field F (33-34) Fld.5(53-58 EQUIPMENT OCCUPIED OTHER (Specify) NO. OF DRAWERS BY RECORDS LEGAL LETTER REMARKS Field 2 (44-46) Field 3 (47)

> REPLACES FORM 30-161 RDP74-00390R000100160004

FORM NO. 138 WHICH MAY BE USED.

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A (Cols. 1-10) - Office Identification FIELDS B (Ccls. 11-18) - Records Control Schedule No. (Cols. 19-24) - Control Schedule Item No. D (Cols. 25-27) - Subject of Records Series E (Cols. 28-32) - Office of Record F (Cols. 33-34) - Physical Form of Records G (Cols. 35-37) - Retention Class

3 (Col..47)- Storage Type
4 (Cols. 48-52) - Date of Records (From - To)
5 (Cols. 53-58) - Volume on Hand
6 (Cols. 59-61) - Volume Retired
7 (Cols. 62-64) - Volume Transferred In
8 (Cols. 65-67) - Volume Transferred Out
9 (Cols. 63-72) - Volume on Hand-Last Report
10 (Cols. 73-76) - Open
11 (Cols. 77-80) - Card Sequence

(Cols. 38-43) - Report Date (Cols. 44-46) - Equipment Type (Col. 47) - Storage Type

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- 1 (Cols. 38-43) Date Job Number Assigned 2 (Cols. 44) Request Media (Mail or Telephone)
- 2 (Cols. 44) Request Media (Mail or Telepho 3 (Cols. 45-51) Accessioning Job Number 4 (Cols. 52-57) Date Records Received 5 (Cols. 58-61) Volume Received 6 (Cols. 62-64) Number of Containers 7 (Col. 65) Container Type 8 (Cols. 66-69) Date of Records (From To) 9 (Cols. 70-76) Open 10 (Cols. 77-80) Card Sequence

- (Cols. 77-80) Card Sequence

B (Cols. 11-18) - Records Control Schedule No.

C (Cols. 19-24) - Records Control Schedule I C (Cols. 19-24) - Control Schedule Item No. D (Cols. 25-27) - Subject of Records Series E (Cols. 28-32) - Office of Record F (Cols. 33-34) - Physical Form of Records G (Cols. 35-37) - Retention Class

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D (Cols. 25-27) - Subject of Records Series E (Cols. 28-32) - Office of Record F (Cols. 33-34) - Physical Form of Records G (Cols. 35-37) - Retention Class

(Cols. 49-50) - Date Records Received (Cols. 51-57) - Disposition Case Number (Cols. 58-63) - Disposition Date (Col. 64) - Type of Disposition (Cols. 65-70) - Volume Destroyed (Cols. 71-72) - Volume Transferred Out

(Cols. 77-80) - Card Sequence

(Cols. 73-74) - Volume Transferred to Archives (Cols. 75-76) - Volume to Historical File